

# DRL HOA

9/24/21 Date

6:21pm Time

Chelsea Applebees  
Location

<b>Meeting called by:</b>	Carolyn Wayland, <b>Board President</b>	<b>Secretary</b>	Tashina Lee
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<b>Attendees:</b> Beverly Craft, Lakimbrea Reyes Tashina Lee, Carolyn Wayland	
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## Minutes

<b>Agenda item: Zoom Meeting Platform</b>		<b>Presenter:</b> Carolyn	
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**Discussion:** The team revisits using Zoom as an alternate/additional method to conduct Board meetings. The team addressed its previous concerns about the confidentiality of hosting meetings using zoom. Although the concerns still exist we agree that we must explore this as an option if we are going to continue to be productive.

**Conclusions:** The team agrees that we will try Zoom pending the official vote to be conducted via email since all board members were not present. Vote email will be sent out by Tashina by Monday, September 27, 2021.

Action items	Person responsible	Deadline
✓ Tashina will create a google form for voting and email to the team.	Tashina	September 24, 2021

<b>Agenda item: SMS Compliance Notices</b>		<b>Presenter:</b> Carolyn	
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**Discussion:** The team discusses the latest Compliance monitoring visit conducted and develops a set of standards that they would like to see implemented to validate the process. The goal is to make the process more neighborly and less intimidating while also encouraging neighbors to maintain their properties with the covenants. The board read the current letter and deemed it to be acceptable as it does not threaten a fine and just draws attention to the violation.

**Conclusions:** The board will present to SMS the following structure to follow moving forward. SMS should use the same standard of observation for all properties. The compliance letter should focus on informing the property owner not intimidating them. Which in our opinion the current letter is fine. It should also emphasize the open line of communication between SMS and the property owner to work together to resolve the issue. In the event that no solution can be reached or communication fails then a fine will be imposed. If at any point a Board member is in violation of a covenant it will be handled by SMS with no interference from other Board members.

Action items	Person responsible	Deadline
✓ Communicate this vision to SMS and work together to draft notification letters.	Carolyn	N/A

<b>Agenda item:</b>	Landscape/Pond Invoices	<b>Presenter:</b>	Beverly
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**Discussion:** Beverly brings concern about the vendor bills from June to August not being paid by the due date on the invoice. The team discusses verifying that services have actually been completed before approving payment. There is some discussion about communication and the lack of communication between SMS and the Treasurer as it relates to this matter. The team is not satisfied with the services being provided by the landscaper and desires to meet with him to improve services prior to being paid. The team discusses the continued issues surrounding the contract's lack of

specifics as it relates to services provided and rendered for fees being charged. The board would like a detailed contract prepared and a proper invoice that reflects services in order to continue with the current vendors.

**Conclusions:** The team is requesting a meeting with vendors to clarify this before moving forward with any additional payments. If these expectations are not met we will bid out the projects to secure new vendors.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Contact Landscape Vendor	Tashina	N/A
✓		

<b>Agenda item: Covenant Revisions</b>		<b>Presenter:</b>	Carolyn
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**Discussion:**

The board discussed several covenants and the wording and revision of them. As it was getting late no changes were made the process was tabled until the next meeting.

**Conclusions:**

Members asked to come prepared at the next meeting with suggestions of revision of covenants.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Revisions of covenants	All Board Members	Next Meeting

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***Other Information***

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The Board President shall be the only board member to communicate with SMS unless given prior permission and to only discuss information pertaining to their committee assignment. Example - Treasurer to view invoices or approve payment.

**NEXT MEETING: TBD**